
SLHS GET Team: Bylaws

Jeffco Schools District Policy AE-R-1 specifies the regulations for the School-Level Accountability Committees (SAC). The descriptions below are in accordance with the district-level regulations, though not all regulations have been replicated in the SLHS-specific bylaws below. For a complete listing of all regulations that the SLHS team abides by, the Policy document may be found in Appendix A of the SAC *Resource Guide*, <http://www.jeffcopublicschools.org/community/documents/SACResourceManual.pdf>.

Name

The name of this organization shall be the Standley Lake High School (SLHS) School-Level Accountability Committee (SAC) and shall be referred to as the Gator Effectiveness Team (GET).

Objectives

- Act as an advisory group to the school administration.
- Provide a forum for parents, students, staff, and community to express thoughts regarding school issues.
- Recommend ways to enhance the quality of education in the school.
- Participate with the principal and staff in fostering relationships between them, parents, and students.
- Keep the community informed of SLHS GET activities and promote community involvement.

Responsibilities

- Make decisions that represent as closely as possible the views and sentiments of the entire school community.
- Review proposals for school-wide change.
- Use consensus decision making.
- Select officers from its membership, as described in the *Officers and Elections* section.
- Establish rules of operation, and review them annually.

Membership

- Team membership shall be broad-based and representative of the school community.
- Membership should optimally include the following groups: a representative from each student class, administration, parents, and community.
- Records of attendance shall be maintained for each meeting.

Officers and Elections

- The officers of the GET Committee shall consist of a Chairperson, Chair-Elect, and Recorder. The latter two positions may be combined if desired.
- The Chairperson may serve for one consecutive term, after which time the Chair-Elect assumes the office of Chairperson. **In the event that there is not a chair-elect, the Chairperson may continue in the role.** The Chair-Elect may also become the Chairperson following the resignation of the current Chairperson. In that case, the Chair-Elect would complete the term and serve a full term afterwards.
- Term of office shall be July 1st through June 30th.
- The Chairperson will solicit volunteers or nominations for the next term no later than the March meeting. The vote for officers will take place no later than the April meeting.
- In case of a mid-term vacancy of the Chair-Elect or Recorder, those positions will be filled by a vote of the GET committee during the first meeting following the notification of vacancy.

Duties of Officers

The duties of all officers shall include, but not be limited to, the following:

- Chairperson
 - Develop an agenda in consultation with the school principal and other committee members.
 - Preside at all meetings.
 - Represent the committee as needed.
 - Establish subcommittees as needed.
- Chair-Elect
 - Assist the Chairperson
 - Assume the duties of Chairperson in his/her absence.
- Recorder
 - Maintain an attendance log
 - Create and maintain a team email list
 - Take notes/minutes and submit them for approval, as described in the Group Communication section.

Meetings

- Monthly meetings will be held September through April, with no meeting in December. The meetings will be held on the last Monday of the month whenever possible.
- A schedule of meetings will be determined before the first meeting of each school year, and should as consistent as possible.
- All meetings will be open to the community.
- GET members shall be notified of any special meetings or schedule changes.
- Meeting dates will be listed in the school calendar on the school website.
- Attendance at all regularly scheduled meetings is expected, in order to facilitate good communication and effective meetings.
- GET will work with PTSA to coordinate dates as much as possible.

Group Communication

- A team email list will be created for the school year. Anybody can request to be added or removed from the list by making a request to the Recorder.
- Minutes from a past meeting will be sent to the team prior to the next meeting.
- Minutes will be sent via email, and comments/updates will be collected via email. If there are no comments prior to the next meeting, the Minutes will become official. If there are comments that require discussion, the Recorder will have the Chairperson add an agenda item for the next meeting.

Decision Making Norms

- The GET committee shall operate by consensus of the membership with respect to all issues, in a cooperative decision making atmosphere.
- As appropriate, everyone who has attended two of the three previous meetings may be involved in the consensus decision making process, including officers.
- Once a decision is made, everyone agrees to support the decision.

Document History 2019-2020

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10/21/19	Approved at GET meeting